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*Approved by PRC  
without formal  
action*  
*[Signature]*

12 February 1952

MEMORANDUM FOR: Project Review Committee

FROM: Chief, Administrative Service

SUBJECT: Additional Funds for Fiscal Year 1952 for  
Building Maintenance and Utilities Division,  
Administrative Service

1. PROBLEM.--To provide additional funds for the necessary alterations, maintenance, equipment and telephone service for Agency occupied buildings for the remainder of the Fiscal Year 1952.

2. FACTS BEARING ON THE PROBLEM.--

Budget allocations to date . . . .  
Funds obligated as of  
28 January 1952 . . . . .

Funds available for routine  
alterations, exhibits, special  
furniture . . . . .

Funds required to meet special requirements  
remainder of Fiscal Year 1952 . . . . .  
(See Tab "A")

Unforeseen Requirements -  
Special security alterations  
Acquisition of new space  
Probable special requirements for new  
warehouse . . . . .

Total . . . . .

3. DISCUSSION.--During the Fiscal Year several major projects have developed which could not be foreseen and, therefore, were not included in the Budget of Administrative Service. Riverside Stadium was acquired requiring approximately \$100,000 for alterations and repairs. Temporary Buildings I and J, totaling approximately 200,000 square feet, were assigned by the Public Buildings Service and required partitioning and painting throughout with an outlay of approximately \$160,000. The Public Buildings Service does not have funds available for the alterations, painting and maintenance that is required by CIA. They consider approximately 90 per cent of our requirements as "special" and do not fall under the category of normal maintenance and repairs.

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4. **CONCLUSION:**--Since the Public Buildings Service does not have funds available for the extensive alterations and equipment required to provide suitable space, it is necessary that CIA provide its own funds to meet these requirements.

5. **ACTION RECOMMENDED:**--Additional funds in the amount of [REDACTED] be allocated to Administrative Service to provide the necessary alterations, maintenance, equipment and telephone service for the balance of the Fiscal Year 1952.

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[REDACTED]  
Chief, Administrative Service

ATTACHES:

Tab "A" - Firm Requirements

CONCURRENCES:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Comptroller

ACTION BY APPROVING AUTHORITY:

\_\_\_\_\_  
Date

Approved (disapproved), exceptions, if any.

\_\_\_\_\_  
Deputy Director

HJP:lrw

cc: Chrono

'52 Allotment File